



# **Pueblo Academy of Arts**

**Family Handbook  
2020-2021**



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# Welcome to Pueblo Academy of Arts **2020-2021**

## Pueblo Academy of Arts Vision

At Pueblo Academy of Arts, we believe all students can achieve excellence.

## Mission

Our vision will be accomplished by cultivating a safe student-centered learning environment that fosters academic achievement, creativity, character development, a passion for learning, and a sense of belonging through teamwork, high expectations, meaningful and challenging academic instruction, continuous improvement, and a commitment to our school values.

## Pueblo District 60 Mission Statement

To provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact.

## Goals and Objectives

**Goal 1: Student Success** - Provide quality instruction and educational programming that meets the individual academic, social, and emotional needs of each student.

**Goal 2: Community Engagement** - Increase the engagement and confidence of internal and external stakeholders via a coherent communications plan, strong partnerships, and transparency.

**Goal 3: Safe & Positive Culture** - Foster an environment that promotes a safe and positive culture that honors and exemplifies our District Core Values.

**Goal 4: Quality Staff** - Recruit and retain high quality staff.

**Goal 5: Budget & Sustainable Funding** - Submit a balanced budget to the Board that allows for and ensures full implementation of the District Strategic Plan.

## Office Personnel

Mr. Farias, Principal

Mrs. Markert, Assistant Principal

Ms. Montoya, Assistant Principal

Mrs. Carleo, Counselor

Mrs. Benner, Counselor

Ms. Gallegos, Principal Secretary

Mrs. Vigil, Attendance Secretary

Mr. Torrez, Community Advocate

Cpl. Tillman, School Resource Officer

Mr. Espinoza, School Security Office

Mrs. Espinoza, RTI/Assessment Coordinator

## **Contact Information**

**School days are busy days for everyone. If you wish to see a teacher, counselor, administrator, or any member of the school staff, please call and make an appointment.** Teachers may be called directly or through the main office at 549-7437 or 549-7433. Teachers will check voicemail and return phone calls either during their plan time or after school. Appointments will ensure prompt attention and avoid delays and class interruptions.

When you need a specific answer, the following information may assist you. You may also check our website for additional information.

### **General School Administration and Public Relations**

Contact.....Mr. Farias, Principal - 549-7436

Contact.....Mrs. Gallegos, Principal Secretary - 549-7437

### **General Student Conduct, Behavior Management, and Instruction**

Contact.....Mrs. Markert, Assistant Principal (A-L) - 549-7432

Contact.....Ms. Montoya, Assistant Principal (M-Z) - 549-7434

### **Academic Progress, Program Changes, and make-up work after 3 days absence**

Contact.....Mrs. Carleo, Counselor (A-L) - 549-7435

Contact.....Mrs. Benner, Counselor (M-Z) - 423-3783

### **Athletic/Activities Director (School Facilities Use)**

Contact.....Mrs. Markert, Assistant Principal - 549-7432

### **Absence Reporting Hotline**

Contact.....Mrs. Vigil, Attendance Secretary - 549-7433

### **Attendance Checks & Truancy**

Contact.....Mr. Torrez, Community Advocate - 253-6441 or

Contact.....Mrs. Vigil, Attendance Secretary - 549-7433

### **Emergency Student Contact**

Contact.....Ms. Vigil, Attendance Secretary - 549-7433 or

Contact.....Ms. Gallegos, Principal Secretary - 549-7437

### **Bus Concerns**

Contact.....Mrs. Vigil - 549-7433, building level

Contact.....549-7217, district level

### **Locker Concerns**

Contact.....Mrs. Vigil - 549-7433

### **Lunch Concerns**

Contact.....Mrs. Sartor, Cafeteria Manager - 549-7873

### **Immunization Concerns**

Contact.....Mrs. Hansen, School RN -

Contact.....Mrs. Vigil - 549-7433

# PUEBLO SCHOOL DISTRICT 60 2020-21 Instructional Calendar

**August 2020**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**September 2020**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**October 2020**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**November 2020**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**December 2020**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**January 2021**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**AUGUST**

New Teacher Orientation .....4, 5  
 Innovation Professional Development.....6, 7  
 Teachers Begin.....10  
 Teacher Work Days .....11, 14  
 Principal Led Professional Development/  
 Building Meetings .....10  
 District Professional Dev. Day.....12, 13  
 Assessment/Transition Day K-12 .....17  
 No School .....21, 28  
 Classes Begin.....31

**SEPTEMBER**

No School .....4, 7, 11, 18, 25  
 Professional Development .....18

**OCTOBER**

No School .....2, 9, 16, 23, 30  
 1st Grade Period Ends .....15  
 Teacher Work Day .....16  
 Parent/Teacher  
 Conference Window.....19, 20, 21, 22, 23  
 Innovation Professional Development.....30  
*(1/2 Day = 3 hours 15 minutes)*

**NOVEMBER**

No School .....6, 13, 20  
 Professional Development .....13  
 Thanksgiving Break.....23, 24, 25, 26, 27

**DECEMBER**

No School .....4, 11, 18  
 2nd Grade Period/1st Semester Ends .....18  
 Teacher Work Day .....18  
 Winter Break .....21, 22, 23, 24, 25  
 28, 29, 30, 31

**JANUARY**

Winter Break .....1  
 No School .....8, 15, 22, 29  
 District Professional Development .....22  
 Innovation Professional Development.....29  
*(1/2 Day = 3 hours 15 minutes)*

**FEBRUARY**

No School .....5, 12, 19, 26  
 Professional Development .....19

**MARCH**

No School .....5, 12, 19  
 3rd Grade Period Ends.....18  
 Teacher Work Day .....19  
 Spring Break .....22, 23, 24, 25, 26

**APRIL**

No School .....2, 9, 16, 23, 30  
 Professional Development .....16  
*(The hours from this day will be utilized for Fall Parent/Teacher conferences.)*

**MAY**

No School .....7, 14, 21, 28, 31  
 Teacher Work Day .....14  
*(The hours from this day will be utilized for Spring Parent/Teacher conferences.)*  
 Graduation:  
 Paragon ..... Thursday, May 27  
 Central, South.....Friday, May 28  
 East, Centennial ..... Saturday, May 29

**JUNE**

Classes End.....3  
 Teachers' Last Day .....4  
 Possible Make-up Day .....7, 8  
*(for inclement weather coverage)*

**JULY**

**February 2021**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**March 2021**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**April 2021**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**May 2021**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**June 2021**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**July 2021**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**PUPIL CONTACT DAYS**

August ..... 1	February.....16
September.....17	March .....15
October.....17	April.....17
November.....13	May .....16
December.....11	June .....3
January.....16	July.....0
<b>Total.....142</b>	

**DAYS PER SEMESTER**

1st Grade Period.....27	3rd Grade Period ..... 44
2nd Grade Period...32	4th Grade Period ..... 39
1st Semester .....59	2nd Semester..... 83
<b>Total.....142</b>	

**KEY**

- Classes Begin and End
- ★ Teachers Begin / End
- No School
- Teacher Work Day
- New Teacher Orientation
- ⬡ District Led Professional Development
- ⬢ Professional Development
- ⬣ Innovation Professional Development
- Parent/Teacher Conference Window
- \* Grade Period End
- ⌋ Semester Ends
- ☆ Assessment/Transition Day K-12
- ⋯ Graduation
- ⬠ Principal Led Professional Development/Building Meetings
- ⊗ Possible Make-up Day  
*(for inclement weather coverage)*



## **Absences**

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent absences.

**According to state law, it is the obligation of parents to insure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.**

Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. For at least these reasons, the Board of Education believes that a student must satisfy two basic requirements in order to earn full class credit:

1. Satisfy all academic requirements; and
2. Exhibit good attendance habits as stated in this policy.

To excuse a student, a parent shall notify the school on the day of the absence via telephone, written notification, or through other verifiable documentation as required by the school administration. Please call 549-7433 or 549-7437, before 9:00 AM, to report an absence. Parents may also send a note to the attendance secretary explaining the absence. Notification will prevent miscommunication during the school year. Please leave a message with your name, your relationship to the student, the student's name, and the reason for the absence. Due to the high volume of calls, your student's absence will be recorded in Infinite Campus, but not all phone calls will be returned. Please check Infinite Campus Parent Portal to check on absence documentation.

### **Excused Absences**

The following shall be considered excused absences:

A student who is temporarily ill or injured or whose absence is approved by the administration of the school on a prearranged basis is excused. Prearranged absences shall be approved for appointments or circumstances of a **serious nature only**, which cannot be taken care of outside of school hours, or for an out-of-town educational experience that is pre-arranged **so long as the student is in good standing**. Prearranged absences for out of town educational experiences, not to exceed 5 school days, shall be considered for students who meet the following criteria:

- Student is in good academic standing. The student must be passing all classes with a minimum grade of C.
- Student has no unexcused absences or unexcused tardies.
- Student has 5 or fewer excused absences in a semester or 9 or fewer excused absences for the school year.

A student who is absent for an extended period due to physical, mental, or emotional disability will be excused when under a doctor's care. **A medical doctor's written excuse is necessary for absences exceeding three (3) days.**

A student attending any school-sponsored activity or activities of an educational nature with advance approval by the administration will be excused.

### **Unexcused Absences**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered in the student's record. An attempt will be made to notify the parents or guardian of the student receiving an unexcused absence through our automated school messaging system.

In accordance with law, the district may impose academic penalties that relate directly to classes missed while unexcused. The administration shall develop regulations to implement appropriate penalties. Students and parents or guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

A student will be referred for judicial proceedings as required by the Pueblo District 60 Code of Student Conduct. A parent should contact the school when a student is absent.



Make-up work shall be provided for any class for which a student has an excused absence unless otherwise determined by the building administration. **It is the responsibility of the student to pick up any make-up assignments permitted on the day he or she returns to class.** Make-up work shall be allowed following a suspension with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school.

If you are going to be absent for **three days or more** and would like your homework assignments, have your parent or guardian call 549-7433. In order to meet your request, please give one day to get all of the assignments. Also, please check Google Classroom for assignments.

### **Arrival Time on Campus**

The length of the school day at Pueblo Academy of Arts is from 8:27 a.m. to 4:23 p.m Monday-Thursday. Students are allowed to enter the building at 8:25 a.m. when the first bell rings through the front doors only. At this time students are allowed to go to their lockers to pick up books for the day, put away coats/jackets, hoodies, backpacks, hats, and other belongings. First period begins at 8:27 a.m.

**The campus is not open until 8:15 a.m. and students should not arrive at school any earlier than this. There will be no outside supervision prior to 8:15.** The only exception to this would be if a student is requested to report to school early by a teacher or staff member. To do this, the student must have an early morning pass from the teacher or staff member making such a request. When this occurs, the student must enter the campus through the front door with his/her pass.

The same general rule applies to students on campus after school. Students are not to be on campus after 4:30 p.m. unless they are under the direct supervision of a faculty or staff member. There will be no outside supervision after 4:30 pm.

Students staying after school for team practices or club meetings will be under the direct supervision of their coach or club sponsor and are required to report to the afterschool location immediately after the bell rings and students have gone to their lockers. **Students are not allowed to go outside or leave campus and then return back to school to participate in afterschool meetings or tutoring.**

### **Athletics**

The value of participating in extracurricular activities has been well documented. Participants earn better grades, have better attendance, and have a greater chance for success in later life than non-participants.

Interscholastic sports programs will be part of our extra-curricular activities throughout the school year. Parents are responsible for transporting their children to and from athletic events. All district and school required athletic paperwork and fees must be submitted prior to participation. Once students are cleared through the office, they must have completed five practices to be eligible to participate in the first event. Participants will be competing against other middle schools in the following sports:

#### Girls

Softball

Wrestling

Basketball

Track

#### Boys

Wrestling

Basketball

Track

Other sports are offered through partners of Pueblo District 60 and are not district sports. Fees and clearing processes are determined by the organizations running the sports.

Students participating in athletics must be eligible by maintaining a passing grade (no F's) in all classes and by being in compliance with attendance and behavior. Grades will be checked weekly on Mondays by the Athletic Director. First failing grade will result in one week of probation. The second time with a failing

grade, the student will be ineligible to participate in that week's competition. Upon the third time with a failing grade during the season, the student will be dismissed from the team.

### **Bicycles and Skateboards**

Bicycles must be locked in the bicycle rack during the school day. All bicycles brought to school must be secured with a lock and chain. Skateboards must be kept in the student's locker during the school day. Students are not allowed to ride bicycles, hoverboards, or skateboards on the school grounds **at any time**. The school assumes no liability for loss or damage of skateboards, bicycles, or bicycle parts.

### **Bus Transportation and Regulations**

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Students will be allowed off the bus only at school, home, and locations requested, in writing, by the parents. **The bus driver is in complete charge of the bus and its occupants at all times.** Students riding the bus **must** comply with the requests of the driver and students must follow bus rules provided.

**The principal or assistant principal may deny student transportation if his/her conduct warrants such action, in which case the parents become responsible for seeing that the child arrives and is picked-up from school.**

### **Cafeteria**

Students may bring a sack lunch from home or eat a lunch provided at school. Outside food or drink may be eaten in the office area or in the mentor room. Students are expected to demonstrate good manners while eating and to talk in normal tones. Tables and floors must be left clean. Seats may not be saved. Students must remain seated until given permission to leave a table. **Cell phones are to remain off during lunch and recess time.**

Students stop at lockers before 3rd period to retrieve coats and get their home packed lunches. All pupils must go outside at lunch time, weather permitting. Lunch recess privileges may be revoked for inappropriate behavior. Students are to return their jackets and lunch boxes to their lockers after the 3rd period ends.

After eating lunch, students must remain in the assigned area. When students return to their classes from the cafeteria, they must walk on the right side of the hallway. Students should report directly back to their classes after lunch. The 10-10 rule is in effect during this transition. **No food or beverage will be allowed outside of the cafeteria. No food (other than breakfast) or teacher-provided snacks are allowed in the classroom. Without Admin approval.**

**Students are not allowed to call out for food delivery for lunch.**

### **Universal Meals**

Pueblo District 60 is participating in a Universal Lunch and School Breakfast Program for the current school year 2020-2021. If your children attend PAA, breakfast and lunch will be available to them at no charge.

### **Community Eligibility Provision Participating Schools**

Pueblo Academy of Arts students will be served breakfast and lunch at no cost. Families should complete a combined application to provide vital data for school funding.

Families should submit a Combination Application for Free or Reduced Price Meals and Family Economic Data Survey\* in the school office or online at [www.pueblocitieschools.us](http://www.pueblocitieschools.us) .

- Families are encouraged to **fill out the combination application for free or reduced price school meals and Family Economic Data Survey\***.
- **You only need to submit one application per household, even if your children attend more than one school in Pueblo District 60.**

\*This form may be used only for schools participating in the federal child nutrition programs. In schools participating in the Community Eligibility Program (CEP), receipt of school meals does not depend on households returning this form. In non-CEP schools, this form will be used to determine eligibility for school meals. **In all schools, this form will also be used in connection with other federal, state and local education programs, including determining whether the school district is eligible for state additional funding on the behalf of the student(s). By filling out the form, the parent is ensuring the district will receive the additional state funding to which it is entitled based on the population of students served by the district.**

## **Families are encouraged to submit an application**

Studies have shown that children who are not hungry perform better in school. By providing lunch to all children at no charge, we are hoping to create a better learning environment for our students.

The school breakfasts and lunches that we serve follow U.S. Department of Agriculture guidelines for healthy school meals. The School Breakfast and Lunch Programs cannot succeed without your support; please encourage your children to participate in the school meal programs.

**Non-discrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;(2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

## **Cell Phones**

The PCS Board of Education recognizes that cell phones can play a vital communication role during emergency situations. However, ordinary use of cellphones in school situations can be disruptive to the educational environment and is not acceptable. **Cell phones must be turned off and be kept out of sight during 8:25-4:20 of the school day.** Per School Board policy (JICJ/JICC), under all circumstances students shall be personally and solely responsible for the security of their cell phones and personal electronic devices. Pueblo School District 60 shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible for investigation of such incidents. Students are not allowed to charge their phones while at school. Consequences for violations of this policy are as follows:

**1<sup>st</sup> Offense:** The device shall be confiscated, secured and transferred to the appropriate school administrator. Parent/Guardian shall be notified with a written note that requires parent signature, and the device may be released, by office staff, to the student upon review of this policy.

**2<sup>nd</sup> Offense:** The device shall be confiscated, secured and transferred to the appropriate school administrator. The parent/guardian shall be notified by the student and the device may be released to the parent/guardian upon review of this policy with the parent/guardian.

**3<sup>rd</sup> Offense:** The offense shall be considered disruptive behavior and defiance of authority. The device shall be confiscated, secured and transferred to the appropriate school administrator. The parent/guardian shall be notified. The electronic device shall remain secured **until the end of the school year.** The student will lose the privilege of bringing the electronic device to school.

**4<sup>th</sup> Offense:** The device will be checked in daily with the office and returned at the end of each day for the remainder of the year.

If a student refuses to give the device to staff, this will be considered defiance of authority and the principal/assistant principal will be contacted.

## **Change of Address**

If students are planning to move out of the Pueblo Academy of Arts area, parents should make arrangements with the counselor for front office staff. Also, any change of address or telephone number should be reported to the attendance secretary, at 549-7433.

## **Counseling Department**

School counseling is an important and necessary process for adolescent children. It assists individuals with personal development, career and academic planning, decision-making, and aids in dealing with behavior issues.

It is the aim of the counseling department to bridge the space between home and school, between parents and teachers, between students and teachers, and to assist the student and his/her parents with any situation within the realm of school counseling.

To see a counselor at Pueblo Academy of Arts, an iPad system is used. A student stops by the front office to fill out a request on the iPad to see a specific counselor. Counselors receive an email from the student and the reason for their appointment and then they send a pass for the student to come to the office as their schedule allows. Students are encouraged to make their request between class periods.

Parents are urged to call the school for information or for a teacher, counselor, or administrator conference at any time. Call the individual directly or the main office to schedule a conference.

## **Discipline Procedures**

**Teacher Authority and Responsibility** - The teacher has the authority and responsibility to maintain discipline in the classroom consistent with district and school policy. Fair policies will be established, announced, and consistently enforced. When a problem occurs, a teacher may:

- Confer with the student.
- Confer with the student and parent/guardian
- Use appropriate classroom discipline, which may include, but is not limited to: removal from the group, withholding privileges, and conference after school hours.
- Discipline problems that need further attention can be referred directly to the counselor, assistant principal, or principal.
- Teacher will contact the parent within 24 hours of an incident.

**Administration Authority and Responsibility** - The administration has the authority and responsibility to maintain an atmosphere conducive to learning through a fair and consistent application of District policies and procedures. Please refer to the Pueblo District 60 Student Conduct and Discipline Code (See pg.17) and Pueblo Academy of Arts Plan.

Alternatives to Suspension may be included in the discipline process. This may include Detention or In School Suspension.

## **ISS Rules and Regulations**

Students may be assigned In School Suspension (ISS) for unacceptable behaviors that may include, but are not limited to, excessive tardiness, insubordination, disrespect, foul language, physical contact, or any infraction deemed appropriate by the administrator. Students may be assigned for the entire day or a portion of the day. In School Suspension may be an intermediary step prior to Out of School Suspension, but not always a required step prior to Out of School Suspension.

### **Guidelines:**

1. In order to maintain a safe and orderly environment, ISS is designed to isolate the students from the rest of the student body.
2. Lunch will be served at a time other than the regular lunch periods.
3. If a student serves any part of the day in ISS, the student is INELIGIBLE to participate in any extracurricular activities on that day (this includes athletic events).
4. REFUSAL to attend the assigned ISS or REMOVAL from the ISS will result in an OUT OF SCHOOL SUSPENSION.
5. A student assigned to ISS will NOT be allowed to attend a class or classes in order to take tests, participate in projects, etc. until the ISS has been completed. However, students are allowed to complete and makeup any missed class or homework.
6. While in ISS, students will have access to classroom assignments.

Suspension may also be used as required by Pueblo District 60 discipline process. Increased parent involvement and counselor contacts, along with behavior and intervention plans will be included in the discipline process. Parental involvement tends to prevent repeatable student behaviors.

The administration will maintain records of student referrals for disciplinary action. Records of suspension will be maintained at the school and district administration.

Habitually disruptive- Pursuant to C.R.S. 22-33-106, grounds for suspension, expulsion and denial of admission:

- Continued willful disobedience or open and persistent defiance of authority.
- Willful destruction or defacing of school property.
- Behavior on or off school grounds that is detrimental to the welfare or safety of other pupils or of school personnel, including behavior that creates a threat of physical harm to the child or to other children

## Dress-Student Dress Code

### Pueblo Academy of Arts Dress Code 2020-2021

Pueblo Academy of Arts believes that coming to school each day “Dressed for Success” supports the vision of College and Career Ready Students. The PAA dress code addresses the need for success, safety, and modesty, which helps to support a World Class Learning Environment.

**ALL students are required to wear the uniform while on campus and on district transportation.**

<b>Allowed</b>	<b>Not Allowed</b>
<p><b><u>Bottoms (Pants, Shorts, Skirts, Capris)</u></b></p> <ol style="list-style-type: none"> <li>Must be Khaki/tan.</li> <li>All bottoms MUST be solid in color.</li> <li>Bottoms include Dickies, polyester or cotton dress bottoms</li> <li>Belts: Entire belt MUST be through loops.</li> <li>Shorts/Skirts must be knee-length or longer</li> </ol> <p style="text-align: center;"><b><u>TOPS</u></b></p> <ol style="list-style-type: none"> <li>MUST be polo shirts with PAA logo (gray or purple ONLY)</li> <li>Undershirts may be worn but must be <b>ONLY</b> a single color: black, white, gray, purple. No logos or print on undershirts.</li> <li>Shirts MUST be tucked in at all times, not rolled.</li> <li>Letter jackets and approved school jackets must remain unbuttoned during the day.</li> </ol> <p style="text-align: center;"><b><u>OTHER</u></b></p> <ol style="list-style-type: none"> <li>Shoes with laces MUST be tied.</li> <li>No Flip-Flops, slippers, athletic slide sandals, Crocs.</li> </ol>	<p><b><u>Bottoms (Pants, Shorts, Skirts, Capris)</u></b></p> <ol style="list-style-type: none"> <li>NO other color than khaki/tan.</li> <li>No Jeans.</li> <li>NO spandex fabric or leggings.</li> <li>NO sweatpants.</li> <li>No Hanging Belts, bandana belts, or hanging chains.</li> <li>Bottoms MUST be free from decals, holes/tears, or any decorations.</li> <li>No sagging pants/shorts - below the waistline</li> </ol> <p style="text-align: center;"><b><u>TOPS</u></b></p> <ol style="list-style-type: none"> <li>May NOT have any logo other than the PAA logo.</li> <li>MUST not be excessively LARGE or SMALL.</li> <li>May NOT be tied or otherwise altered.</li> <li>No hoodies, sweaters, or unapproved jackets can be worn in the classroom. No hooded shirts under PAA polo shirts.</li> </ol> <p style="text-align: center;"><b><u>OTHER</u></b></p> <ol style="list-style-type: none"> <li>No spikes (earrings) or jewelry on the outside of clothing that might be a safety issue, especially hanging necklaces.</li> <li>No Headbands (Sweatbands), bandanas, sunglasses, or hats worn in the school building.</li> <li>Excessive face makeup or drawings on the face that makes a student unidentifiable or causes a disruption to the school environment.</li> </ol>

As part of our World Class Learning Environment, students will Dress for Success on approved days. Attire may include dress shirts, ties, dress pants, knee-length skirts/dresses. Shoulders must be covered and shoes must be appropriate. Remember that we are Dressing For Success.

**The following list of vendors will be supplying approved clothing:**

Embroidery Plus  
501 West Street  
Pueblo, CO 81003  
719-542-0234

The Spirit Store  
4231 N. Elizabeth  
Pueblo, CO 81008  
719-543-2222

**PAA Administration has the final say to determine whether a student is violating the dress code.**

**Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty unless violations continue.**

## **Due Process**

Due process is a procedure to ensure a student is treated fairly when involved in a disciplinary situation that might result in suspension or recommendation for a disciplinary adjustment transfer. The minimum constitutional requirements of due process mandate the student be given:

- Oral or written notice of the charges against him/her
- Explanation of the evidence school authorities have
- An opportunity to present his/her side of the story
- Length of time the student will be excluded from school

Parent(s), legal guardian(s), or legal custodian(s) shall be notified immediately that a student has been suspended, the grounds of the suspension, the period of the suspension, and the time and place to meet with the administration to review the suspension. No student shall be readmitted to a school until such a meeting has taken place, or until, at the discretion of the administration, the parent(s), legal guardian(s), or legal custodian(s) have substantially agreed to review the suspension with the administration.

Recommendations for disciplinary adjustment transfer may be appealed to the Director of Student Intervention Services. If a parent(s), legal guardian(s), or legal custodian(s) is not satisfied with the decision of that office, the matter may be appealed to the Director of Student Intervention Services within two school days. The Director of Student Intervention Services shall affirm, modify, or reverse the decision within two school days.

## **Fire, Tornado and Lockdown Drills**

Drills are held to prepare all students and teachers to leave the building or secure themselves in the building as quickly as possible should any emergency arise. **Absolute silence is to be maintained at all times** in leaving or entering the building to prevent confusion. Teachers will guide and instruct their students during the drill. During a fire drill, all individuals must leave the building, and teachers will take roll to verify their rosters.

## **Grade Appeal Procedure**

Student grades are based on classroom work, homework, unit tests, semester assessments and quarterly assessments. If a parent and/or student has a concern about a grade they should follow this procedure:

- The student should discuss the grade with the teacher.
- Parent/Guardian should discuss the grade with the teacher and/or counselor. The counselor will assist in arranging for a parent conference with the teacher during their off time or before/after school.
- If the parent/guardian is not satisfied with the above two steps, he/she may arrange for a conference with his/her child's assistant principal and the teacher.
- Parent/Guardian may arrange for a conference with the principal.

## **Grievance Procedure for Discrimination Complaints**

Student complaints alleging discrimination on the basis of race, color, religion, national origin, sex, or handicap must be filed in writing. All complaints will be handled in a prompt and equitable manner. The procedure to follow is listed below:

1. Timely resolution of the student complaints is dependent upon prompt reporting of the alleged discrimination. Students should file a written complaint within five school days of the time the student has first-hand knowledge of the alleged discrimination.
2. Acceptance of the written complaints filed after the five-day limit will be at the discretion of the principal on a case-by-case basis.
3. The complaint shall be filed with the assistant principal at the high school and middle school levels and with the principal at the elementary school level (step 5).
4. The principal or principal's designee will render a written decision within fifteen (15) school days from the date the complaint was filed.

5. If the complaint is not resolved at the level of the principal, the student may appeal to the Executive Director of Human Resources at the Administrative Services Center in writing within five (5) days of the principal's decision.
6. The Executive Director of Human Resources shall render a written decision within fifteen (15) school days from the date of the filing of the appeal.

Pueblo District 60 does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, or handicap in admission or access to, or treatment of employment in its educational program or activities. Inquiries may be referred to the Executive Director of Human Resources, 315 West 11th Street, Pueblo, Colorado, 81003, and (719) 549-7162.

### **Hall Conduct and Passing Between Classes**

There will be a three-minute passing time between each class period. To ensure efficient and safe transitions, certain traffic guidelines have been established.

- Always keep to the right when traveling in the halls at any time.
- Walkways must remain open to traffic.
- Don't form groups in the halls to talk; this blocks the students coming behind you.
- There is to be no running in the halls at any time.
- Under no condition are students to be in the halls during class periods without a pass.
- There is to be no shouting. You may talk in a low voice. This will present a quiet, dignified atmosphere in our school.
- Students are not permitted to sit on heat registers.
- Students are not allowed in the halls within the first 10 minutes after the tardy bell rings and 10 minutes prior to the end of the class period. Exceptions will be made for emergency situations.
- No public displays of affection on school grounds.
- Vandalism to school/student property, pushing horseplay, etc. on school grounds.

Students who arrive to class tardy cause a disruption and loss of teaching/learning time. It is the teacher's responsibility to preserve the teaching/learning time by beginning class on time. It is the student's responsibility to get to class within the three-minute passing period. A student is considered tardy when he/she is not in their assigned classroom or assigned instructional area when the tardy bell rings. Students may be excused if he/she has a hall pass or note from the previous teacher, the office, counselors, or administrators. Consistent tardiness may result in time in ISS to make up missed classwork and or time.

### **Honor Roll/Merit Roll**

Pueblo Academy of Arts recognizes students with a 4.0 as achieving Academic Excellence. These students are awarded an Academic Letter or Bar for their accomplishment. Principal's Honor Roll includes students with a 3.8 - 3.99 GPA. Students with a GPA of 3.4 - 3.79 are awarded a Merit Roll Certificate. Parents will be notified through the school messenger on the dates and times of awards assemblies.

### **Infinite Campus**

#### **Parent Portal**

Using Parent Portal as a Resource for Parents:

All parents have Parent Portal access for their students. This valuable tool will provide you with immediate, up-to-date information about your child's activities at school.

Through the Parent Portal you will be able to:

- see your child's attendance (immediately after it has been entered by the teacher)
- see your child's assignments and grades on completed assignments
- verify your contact information
- verify your child's immunization record
- view and print your child's schedule
- print a "missing assignments" report

#### **Connecting to the Parent Portal**

1. From the Pueblo District 60 website [www.pueblocitieschools.us](http://www.pueblocitieschools.us), choose the Parents drop down menu, Technology Links for Parents, and then the Infinite Campus— Parent Portal link.



<https://campus.pueblocitieschools.us/campus/portal/pueblo.jsp> (A “Help” button is available on the Infinite Campus webpage).

2. Enter your Campus Portal Activation Key which you can obtain from the school’s attendance secretary.
3. You will then be prompted to create a username and password for accessing the portal.

### **Infinite Campus app for Parent Portal**

Smart phones and IOS Apple devices all have the IC app. If you use this app, it is important to log out of the app after each use to ensure new sessions are loaded each time you view the portal on these devices. Without this important step, it may appear the portal is not being updated and you may not be seeing your child’s actual grades.

### **Connecting to the Student Portal as a Resource for Students**

1. From the Pueblo District 60 website ([www.pueblocitieschools.us](http://www.pueblocitieschools.us)), choose the Students drop down menu, and then, next select the Infinite Campus link, and then select the Student Portal link.
2. A login page will appear.
  - In the User Name box, enter your Student ID.
  - In the Password box, enter your birth date:
    - MMDDYY (M=month, D=day, Y= year)
    - Example: 122993
3. Through the Student Portal you will be able to:
  - see attendance (immediately after it has been entered by the teacher)
  - see assignments and grades on completed assignments
  - verify your contact information
  - verify immunization record
  - view and print schedule
  - print a “missing assignments” report

### **Illness at School**

Students are to obtain a pass from their teacher prior to reporting to the main office or Nurse’s Office when they become ill, unless an emergency exists.

- If the illness is prolonged beyond one period, the student may be sent home.
- Before a student is permitted to go home, the main office will contact the parents/guardians.
- Due to security and safety, students need to call from the office and not their cell phones when ill.
- Under no circumstances may a student who is ill leave school without permission of an office person, counselor, or administrator.

It is not intended that the school health service replace the medical service rendered by the family physician in the diagnosis and treatment of diseases.



Dear parents/guardians of students in Colorado kindergarten - 12<sup>th</sup> grade schools for the 2020-21 school year:

We know you're thinking of all the things you need to do to make sure your student is ready for school. Getting vaccinated is an important part of their school readiness and keeps children from catching and spreading diseases that can make them sick. We wish you and your student a healthy school year!

#### Required and recommended vaccines

- Colorado law requires students who attend a public, private, or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent, unless an exemption is filed. For more information, visit [colorado.gov/cdphe/schoolrequiredvaccines](http://colorado.gov/cdphe/schoolrequiredvaccines) (or [cdphe.colorado.gov/schoolrequiredvaccines](http://cdphe.colorado.gov/schoolrequiredvaccines)). Your student must be vaccinated against:
  - diphtheria, tetanus & pertussis (DTaP, DTP, Tdap)
  - polio (IPV)
  - measles, mumps, rubella (MMR)
  - hepatitis B (HepB)
  - varicella (chickenpox)
- Colorado follows recommendations set by the Advisory Committee on Immunization Practices. Students entering kindergarten must receive their final doses of DTaP, IPV, MMR and varicella. Students entering 6<sup>th</sup> grade must receive one dose of Tdap vaccine, even if they are under 11 years of age. You can view recommended vaccine schedules for children 0 - 6 years of age at [cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf](http://cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf) and preteens/teens 7 - 18 years of age at [cdc.gov/vaccines/schedules/downloads/teen/parent-version-schedule-7-18yrs.pdf](http://cdc.gov/vaccines/schedules/downloads/teen/parent-version-schedule-7-18yrs.pdf).
- Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

#### Exclusion from school

- Your student may be excluded from school if your school does not have an up-to-date vaccine record, exemption, or in-process plan for your student on file.
- If someone gets sick with a vaccine-preventable disease or there is an outbreak at your student's school and your student has not received the vaccine for that disease, they may be excluded from school activities. That could mean lost learning time for them and lost work and wages for you. For example, if your student has not received a measles-mumps-rubella (MMR) vaccine, they may be excluded from school for 21 days after someone gets sick with measles.

#### Have questions?

- You may want to talk to a healthcare provider licensed to give vaccines or your local public health agency about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at [SpreadTheVaxFacts.com](http://SpreadTheVaxFacts.com), [ImmunizeForGood.com](http://ImmunizeForGood.com), and [colorado.gov/cdphe/immunization-education](http://colorado.gov/cdphe/immunization-education) (or [cdphe.colorado.gov/immunization-education](http://cdphe.colorado.gov/immunization-education)).

#### Paying for vaccinations

- If you need help finding free or low-cost vaccines and providers who give them, go to [COVax4Kids.org](http://COVax4Kids.org), contact your local public health agency, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your local public health agency at [colorado.gov/cdphe/find-your-local-public-health-agency](http://colorado.gov/cdphe/find-your-local-public-health-agency) (or [cdphe.colorado.gov/find-your-local-public-health-agency](http://cdphe.colorado.gov/find-your-local-public-health-agency)).

#### Vaccination records

- Please take your student's updated vaccine record to school every time they receive a vaccine.
- Need to find your student's vaccine record? It may be available from the Colorado Immunization Information System. Visit [COVaxRecords.org](http://COVaxRecords.org) for more information.

#### Exemptions

- If your student cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form* to your school, signed by a health care provider licensed to give vaccines. You only need to submit this form once, unless your student's information or school changes. You can get the form at [colorado.gov/vaccineexemption](http://colorado.gov/vaccineexemption) (or [cdphe.colorado.gov/vaccineexemption](http://cdphe.colorado.gov/vaccineexemption)).
- If you choose not to have your student vaccinated according to the current recommended schedule because of personal belief or religious reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted annually at every new school year (July 1<sup>st</sup> through June 30<sup>th</sup> of the following year). The easiest way to file a personal or religious exemption is by using our online or downloadable non-medical exemption form available at [colorado.gov/vaccineexemption](http://colorado.gov/vaccineexemption) (or [cdphe.colorado.gov/vaccineexemption](http://cdphe.colorado.gov/vaccineexemption)).

#### How's your school doing on vaccinations?

- Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percent of vaccinated students. Schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department annually. Immunization and exemption rates can be found at [COVaxRates.org](http://COVaxRates.org).

Please share Page 2 of this letter with your student's health care provider as it provides helpful information about vaccines required for school entry, per Colorado law.

KINDERGARTEN THROUGH 12<sup>TH</sup> GRADE IMMUNIZATION CHART  
REQUIRED VACCINES FOR SCHOOL ATTENDANCE 2020-21

RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE-  
PREVENTABLE DISEASE

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
		<i>Vaccines must follow MINIMUM INTERVALS &amp; AGES to be valid. A 4 day grace period applies in most situations.</i>
<b>Diphtheria/Tetanus/ Pertussis (DTaP)</b> <i>Only licensed through 6 yrs of age.</i>	4 to 5	5 DTaP unless dose 4 given is given on or after the 4 <sup>th</sup> b-day. Final dose of DTaP to be given no sooner than 4 years of age.
<b>Tetanus/Diphtheria/ Pertussis (Tdap)</b> <i>For students 7 years of age or older who did not have a full series of DTaP.</i>	3 or 4	3 doses tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) is required, or 4 doses required if 1 <sup>st</sup> dose of DTaP is given before 1 year of age. 1 dose of Tdap to be given if DTaP series not completed and student is at least 7 yrs of age. An additional Tdap is required at 6 <sup>th</sup> grade entry. <b>One dose of Tdap is required for 6<sup>th</sup> through 12<sup>th</sup> grade.</b>
<b>Polio (IPV)</b> <i>With combination of OPV &amp; IPV, need series of 4 doses</i>	3 to 4	4 IPV unless 3 <sup>rd</sup> dose is given on or after 4 <sup>th</sup> birthday. Final dose of IPV to be given no sooner than 4 years of age. Students who were compliant with 3 or 4 doses (4 weeks minimum intervals between doses) prior to August 7, 2009 have met the requirement.
<b>Measles/Mumps/Rubella (MMR)</b> <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 <sup>st</sup> dose is not valid if administered more than 4 days before the 1 <sup>st</sup> birthday. 2 valid doses are required for students entering Kindergarten & through 12 <sup>th</sup> grade.
<b>Varicella (Chickenpox)</b> <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 <sup>st</sup> dose is not valid if administered more than 4 days before the 1 <sup>st</sup> birthday. 2 doses are required for students entering Kindergarten & through 12 <sup>th</sup> grade. <b>Note: no vaccine required if there is laboratory documentation of chickenpox disease or a disease screening performed by a health care provider.</b>
<b>Hepatitis B</b> <i>Dosing must follow minimum intervals between doses and last dose must be administered at or over 24 wks of age.</i>	3	The 2 <sup>nd</sup> dose administered at least 4 weeks after the first dose. The 3 <sup>rd</sup> dose must be administered at least 16 weeks after the 1 <sup>st</sup> dose, at least 8 weeks after the 2 <sup>nd</sup> dose, and the final dose must be administered no sooner than 24 weeks of age. <b>Note: there is a specific 2-dose series is for ages 11-15 years only using adult vaccine.</b>

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
<b>Influenza (Flu)</b>	1 to 2	2 doses initially if under 9 yrs of age with a minimum interval of 28 days between doses, then 1 dose annually, thereafter. (Recommended for all children 6 months of age and older).
<b>Meningococcal ACWY (MenACWY)</b>	2 doses	Adolescents 11-18 years of age (11-12, 16-18)
<b>Serogroup B Meningococcal (MenB)</b>	2 doses	Adolescents 16-18 years of age
<b>Human Papillomavirus (9vHPV)</b>	2 to 3	Adolescents 11-18 years of age Series initiation age 9-14 – two doses 6-12 mos apart Series initiation 15+ – three doses 0, 1-2 mos and 6 mos
<b>Hepatitis A (Hep A)</b>	2	All children 1 year of age and older

**Immunization requirements are strictly enforced for all students. Students who do not meet the requirements will be denied attendance according to Colorado Revised Statutes § 25-4-902. There are three ways to be in compliance with the school immunization law:**

1. Student's immunization record shows they are fully immunized with required vaccines. A laboratory report for some vaccines or diseases showing immunity is also acceptable.
2. For students who are not up to date on required vaccines, the school will notify the parent/guardian that the student has 14 days to receive the required vaccine(s) or to make an appointment to receive the required vaccine(s). Parents are to provide a written plan for the remaining vaccines following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not followed, the student shall be excluded from school for non-compliance.
3. Submission of a Medical Exemption form signed by a health care provider or a Non-Medical exemption (religious or personal) submitted by a parent/guardian or emancipated student. Go to [www.colorado.gov/vaccinexemption](http://www.colorado.gov/vaccinexemption).

Please refer to the ACIP Immunization Schedule, Table 1, 2 and notes: [cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf](http://cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf)

Last Reviewed June 2020



## **Incentives**

Quarterly Incentives may be offered during the school year for students who receive no F's and no behavior referrals for each quarter. In addition, a special reception for 8th grade students will take place at the end of the year for 8th grade students who earn a GPA for 3.0 or above during their 8th grade year.

## **Leaving During the School Day**

Students are not permitted to leave the school building at any time during the school day for any reason, without clearance through the office. THIS INCLUDES LEAVING SCHOOL AT LUNCH TIME. Pueblo Academy of Arts observes a "CLOSED CAMPUS" policy.

Students are urged to make medical or dental appointments outside of school hours, whenever possible. **Parents or their designee MUST sign out the student in the main office as a safety precaution. Students will not be called to the office until their parent or designee arrives in the office.**

## **Locks and Lockers**

Lockers are assigned for the storage and protection of your belongings. Should you ever have a problem with your locker, notify your teacher or the security officer immediately. If you follow the rules below, you should have no trouble with your lock and locker. **Lost/Missing locks have a replacement cost of \$7.00.**

Only district-issued combination locks are permitted on hall lockers and gym lockers.

Each person is assigned a locker.

1. **Only one person should use each locker. Sharing lockers presents a security/safety risk and students found sharing lockers could lose locker privileges for the remainder of the year.**
2. **YOUR COMBINATION SHOULD NOT BE GIVEN TO ANYONE.**
3. Locks should not be set. (If it is set, anyone can open it).
4. Lockers should be kept neat.
5. Lockers are considered to be District property and may be checked/searched at any time with reasonable information and/or reason for a search.

## **Lost and Found**

Be certain to mark your belongings with your full name. Should you lose a book or personal belonging, it is wise to check with your teachers and friends. However, if you are unable to locate the item, check in the Phoenix Room where "Lost and Found" is located.

**Remember, the Pueblo Academy of Arts staff cannot assume the responsibility for looking after your belongings.** Keep your locker locked and avoid giving your combination to others. This will help prevent the loss of time and belongings. Should you find an article belonging to someone else, turn it in to the main office/ Lost and Found.

## **Make-up Work for Absences**

Students will be allowed to make up work missed due to absences, and he/she will receive full credit if the work is turned in within the same number of days absent. For example, if a student is absent for 2 days, the student has 2 days to turn in the assignment and receive full credit. The majority of student work can be found in Google Classroom.

## **Medication for Students at School**

The following guidelines for administering medicine to students at school are taken directly from School Board Policy. If your son or daughter needs to take medication at school, please take note of the following practice. Parents or students may pick up the necessary forms to be filled out in the main office of the school. Any questions may be directed to the school nurse, 549-7827.

**The responsibility for dispensing medication lies with the parent, legal guardian, or legal custodian of the student.** If, under exceptional circumstances, a student is required to take medication during school hours and the parent, legal guardian, or legal custodian cannot be at school to administer the medication, the school nurse or designee, on behalf of the District, may agree to administer the medication, and shall administer the medication in compliance with the regulations established by the District.

The use of medication in school is discouraged; however, requests for the dispensation of medication may be honored at the discretion of the District. Please be aware of the following requirements:

1. Written instructions signed by the parent(s), legal guardian(s), or legal custodian(s) and physician shall be required and include:
  - Student's name, address, and school
  - Parent(s)/legal guardian(s) or custodian(s) name, telephone/emergency numbers
  - Name of medication
  - Purpose of medication
  - Time medication is to be administered
  - The dosage
  - Special instructions or possible side effects
  - Termination date of medication
  - Physician's name, address, telephone number, signature, and date
2. The parent, guardian, or legal custodian shall be required to deliver a waiver claim to the District prior to dispensation of medication.
3. The principal shall inform the appropriate personnel that a particular student is taking medication, and shall keep a record of the dispensation of the medication.
4. The record of the dispensation of the medication shall be attached to the student health record at the end of the school year.
5. The medication shall be kept in a practical, secure location within the school building.

## **Parent's Right to Know**

As a parent of a student at Pueblo Academy of Arts, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title I funds. Federal law allows you to request certain information about your student's classroom teacher. The law also requires the district to give you this information in a timely manner upon request. Listed below is the information about which you have the right to ask for regarding each of your student's classroom teachers.

- Whether the Colorado Department of Education has licensed or endorsed your student's teacher for the grades and subjects taught.
- Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraeducators provide services to your child and, if they do, their qualifications.

Please contact the office if you would like to receive any of this information.

## **Parent Rights in Education**

Parents have rights under the Family Educational Rights and Privacy Act (FERPA).

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. The school may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR-99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

## **Prohibited Items**

Problems arise when students bring articles to school which are hazards to the safety of others or interfere in some way with school procedures. Some of the items which are not allowed, and will be confiscated, are pocket knives, sharp objects, weapons of any kind, earbuds, the use of cell phones between the hours of 8:25 and 4:23, computer games, laser pointers, cards, and items brought to school for resale, such as gum and candy. **Also prohibited are permanent markers of any kind; additionally, the possession of permanent markers with tips ½ inch wide or above by children under the age of 18 is against the law. Leave these items at home. The school is not responsible for such items.**

\*Students are not allowed to bring drinks into school other than water in a clear container. **Also, due to the high number of students with allergies and medical conditions, students are not allowed to bring perfume or spray aerosols of any kind.**

## **Report Cards**

Student-led conferences will be held twice a year. Parents will receive notification of conferences and each student is responsible to assist in the scheduling and presenting of their conference. Students' grades are accessible in real-time on Infinite Campus and parents/guardians are encouraged to access grades through the Parent Portal System. Grade reports can be printed directly from Infinite Campus and parents will be notified at the end of a grading term when final grades have been posted. Please contact the front office for assistance.

## **Report of Student Progress**

We encourage students and parents to keep in close contact with teachers, counselors as well as the Parent Portal to determine academic progress and/or any issues with a student's grades or academic achievement/progress. Parents/Guardians must obtain the parent portal access information through the main office.

## **Safe School Procedures**

Maintaining a safe school environment is everyone's responsibility. Students are encouraged to report any situation that may appear to be a safety issue. Information can be reported to the Principal, Assistant Principals, Counselors, School Resource Officer, Security Guard, secretaries, or any other faculty member. Safety is a high priority and

students may file reports at any time during the school day. Student and parents are encouraged to call Safe2Tell @ 1-877-542-7233 or access safe2tell.org

Please drive carefully when transporting your child to and from school. Each child's life is precious and irreplaceable. Traffic is congested and very heavy in the morning and afternoon. Please be patient and kind to the other family members transporting their children. Also, keep traffic lanes open and be considerate of other parents transporting their children. Please utilize the designated area to drop-off and pick-up students. **Do not use the bus loading area or the parking lot to drop-off and pick-up students.**

## **Schedule Change Process**

**Drop/Add Period is the first 5 days of the beginning of any class.**

**After the Drop/Add Period, the following procedure must be followed to change a schedule:**

1. Student and teacher must meet one-on-one to discuss the issue.
  2. Teacher and student must discuss the issue with the parent.
  3. Explore all options prior to schedule change.
  4. Parent will contact the counselor to schedule a conference.
- \*Steps 1-3 must have been completed prior to Step 4.

**It is important to know that a student's entire schedule may have to change to keep class sizes small. Also, one student's schedule change impacts many other students and teachers.**

**Reasons for a Schedule Change: The following are considered justifiable reasons for a schedule change:**

1. To correct computer error
2. To correct class imbalance
3. To meet student's academic needs
4. To support college preparedness
5. To implement ILP, IEP, or 504

**The following are not considered justifiable reasons for a schedule change:**

1. Preference of a different teacher
2. Preference of a different hour, term, or lunch
3. Preference to be with friends in a class
4. Change of mind about taking the course
5. Failure or fear of failure

## **Student Rights and Responsibilities**

The staff at Pueblo Academy of Arts realizes that each student has rights and responsibilities. Students are reminded that their rights can only be maintained by accepting responsibility for their actions. Consequently, rights and responsibilities go hand in hand.

**Responsibilities** - All students are responsible for abiding by the rules and regulations of Pueblo Academy of Arts. Students who can recognize the value of self-discipline need not feel threatened by rules that are necessary to protect the school/community. Students who have not discovered the importance of self-discipline will be subject to the disciplinary actions. Disciplinary actions and consequences will be applied to students in relation to the degree and frequency of violation of school rules and regulations during the school year.

- ✓ Attend school --- come to school daily. Attend all classes. Be punctual. Stay in the classroom unless given permission to leave. Remain on the school grounds at all times during school hours.
- ✓ Be aware of the safety needs of yourself and others. Walk (do not run) at all times. Refrain from rowdy behavior (no pushing or shoving). Leave dangerous and non-educational items at home. Refrain from fighting, making threats, and other forms of violence.
- ✓ Respect the property of others and of the school. Keep the school clean; this includes the halls and restrooms! Refrain from marking school property. Leave others' property alone. Eat only in designated areas for that purpose.

- ✓ Show respect and consideration; be cooperative and friendly toward other students, staff, and visitors. Help substitute teachers and guests in the building. Respect students' personal space. Always follow classroom rules. Dress appropriately - exhibit cleanliness, neatness, and good grooming. **Use appropriate language in class and halls.**
- ✓ Show self-respect. Use your time wisely. Complete all assignments and bring necessary materials to class. Be honest. Do not bring to school, use, or have in your possession drugs, tobacco, alcohol, or smoking materials. You will receive an automatic suspension and a ticket.

## **Tardies**

Students are expected to be on time for every class. Students are considered tardy to school after 8:27 a.m. and must report to the main office and get a pass before going to class. It is the student's responsibility to get to class within the three-minute passing period. A student is considered tardy when he/she is not in their assigned classroom or assigned instructional area when the tardy bell rings.

## **Technology**

Many of the teachers will issue textbooks/computers for student use during the school year. It is important that students take good care of these items since **you are responsible for them and will be expected to pay for any damaged or lost books/technology.** Remember-- They are school property provided by the taxpayers for your use, and you are responsible for them.

If any book, musical instrument, or technology is lost or damaged, you must pay for the damage.

Books must be returned at the end of the year, at which time they will be examined for damage.

If you are issued a book/technology that is damaged when it is issued to you, call it to the attention of your teacher **immediately** so that you will not be responsible for it later.

If you lose a book, notify your teacher.

Students who use school technology for use other than school-related items may receive a technology violation which will result in the loss of technology privileges.

## **Telephone Calling by Students**

Office telephones are available for pupils' use as students are not allowed to use their cell phones during the school day. Students must obtain a hall pass from the teacher prior to coming to the office. Students must always check with office personnel to use the office phones at any time. Classroom phones will not be used for personal phone calls by students.

Parents are encouraged to contact the main office at 549-7437, or 549-7433 if they need to contact their child. **Please do not text your child as it causes a disruption to the teaching/learning process. Also, student cell phones are turned off during the hours of 8:25-4:20.**

## **Title I Parent Rights**

Parents have rights in the Title I Program. These rights include the following:

1. Parents have the right to know if teachers are highly qualified and what their credentials are.
2. Parents have the right to know the qualifications of para-pros and educational aides.
3. Parents have the right to know if their student is being taught by a non-qualified teacher through special permission due to unusual circumstances.

## **Town Hall Performance Requirements**

Students wanting to audition for events must be in good academic standing (No F's) and have no office referrals. The record will be reset at quarter.



## **Valuables**

You are asked not to bring large amounts of money or items of great value to school. **If you do so, you bring them at your own risk**, but we ask that you take the following precautions:

- Items for use in class, authorized by a teacher, or any large amount of money for use after school, should be left in the main office for safekeeping until class time or after school.
- Mark your personal items.
- Be sure your full name is written, **in ink**, on all of your personal items i.e books and notebooks, etc.

## **Visitors**

**Due to legal & liable issues, student visitors are not permitted.** All adult visitors should telephone before coming to the school, and visitors **must** report directly to the main office when entering the building. All visitors shall be issued a “visitor” badge in the main office. Parents wishing to observe a classroom must have a conference with a building administrator prior to the visit. School board policies require that a parent conference precede a classroom observation by a parent.

## **10/10 Rule**

A request to leave class to use the restroom is something that any student may expect to be honored as long as an excessive pattern of absence from instruction does not impact learning. Passes are strongly discouraged during the first 10 and last 10 minutes of each class.

- Parents/guardians who believe that there is a compelling health reason for their student to use the restroom such that this results in excessive absence from class and impacts student learning should work with the principal to determine if home tutoring may be an option that better matches health needs.

To the parent/guardian of students that have/had an IEP or IFSP

## **Notification to Access Benefits**

### **Colorado Department of Education**

### **School Health Services Program**

The Department of Health and Human Services sponsors a program allowing our district to seek reimbursement for health-related services provided to children with Medicaid health insurance. This program helps our district to maximize federal funds for support of additional health services in our schools.

The Colorado Department of Education and the District will request parental permission to provide health related services to each child and to release and exchange medical and other confidential information, as necessary, to the Department of Health Care Policy and Financing (Medicaid), whether directly or through a contracted billing agency, for health services provided to each child after the date of this notification. Information released may include personally identifiable information, records, or information about the services which may be provided to each child. The purpose of the disclosure is to access the child's public benefits to receive Medicaid reimbursement for said services.

The District, the Department of Health Care Policy and Financing, and the contracted billing agency, if any, require my permission to send claims to Medicaid and receive payment from Medicaid for health related services as set forth in my child's IEP or IFSP.

Medicaid reimbursement for health related services provided by the district and the Colorado Department of Education will not affect any other Medicaid services for which a child is eligible. Each child will receive the services listed in the IEP regardless of whether or not a child is enrolled in public benefits. If a parent refuses to allow access to the Department of Health Care Policy and Financing, it does not relieve the District of its responsibility to ensure that all required services are provided to the child at no cost to the parent.

The granting of consent is voluntary and may be revoked at any time. If a parent later revokes consent, that revocation is not retroactive (i.e., it does not negate an action that has occurred after the consent was given and before the consent was revoked).

The District and the Colorado Department of Education will operate under the guidelines of the Family Educational Rights and Privacy Act (FERPA) to ensure confidentiality regarding each child's treatment and provision of health related services.

# Policies and Regulations (School District 60)

**\*District Policies and Regulations are available on the District website at:**  
<http://boe.pueblocitieschools.us> or from the school office.

*All District policies and regulations apply  
regardless of whether they have been specifically highlighted in this handbook*

*See also the District's Student Code of Conduct also available on the District's website at: [www.pueblocitieschools.us](http://www.pueblocitieschools.us).*

## **JJJ: Extracurricular Activity Eligibility**

All students meeting eligibility requirements are entitled to participate in extracurricular activities at their school of attendance. Subject to the same eligibility requirements, the district shall allow students enrolled in any school (including charter schools, online education programs, nonpublic schools and home schools) to participate on an equal basis in any activity offered by the district that is not offered at a student's school of attendance. *See complete policy.\**

**JJJ-R:** Rules governing participation in all school-approved extracurricular activities. *See complete regulation.\**

## **JQ: Student Fees, Fines, and Charges**

Students shall not be charged an instructional fee as a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of the district's educational program except tuition when allowed by law. However, the district may require students to pay textbook fees, fees for expendable materials and other miscellaneous fees as more fully set forth in this policy. *See complete policy.\**

## **JRA/JRC: Student Records/Release of Information on Students**

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records. *See complete policy.\**

**JRA/JRC-R – Student Records, Notification to Parents and Students of Rights Concerning Student Education Records** (Review, Amendment and Hearing Procedures): This regulation contains the procedures to follow when a parent or eligible student seeks to review or challenge the content of student education records. *See complete regulation.\**

**JRA/JRC-E-1– FERPA Notice: The Family Educational Rights and Privacy Act (FERPA)** and Colorado law afford parents/guardians (parents) and students over 18 years of age (eligible students) certain rights with respect to the student's education records, as follows:

1. The right to inspect and review the student's education records within a reasonable time period after the request for access is made (not to exceed 45 days). *See JRA/JRC-R.*
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights. *See JRA/JRC-R.*
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. *See JRA/JRC.*
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.
5. The right to refuse to permit the designation of any or all of the categories of directory information. *See JRA/JRC.*
6. The right to request that information not be provided to military recruiting officers. *See JRA/JRC and JRA/JRC-E-2.*

Issued: June 25, 2013

## **JS: Suspension/Expulsion of Students**

While using district technology or personal technology on district property, in district vehicles and at district-sponsored activities, students shall act in an appropriate manner and in accordance with Board, school, and district policies and procedures, and applicable law. It is the joint responsibility of district and school personnel and students' parent(s)/guardian(s) to educate students about their responsibilities and to establish expectations when students use or access district and personal technology. *See complete policy.\**

**JS-E:** Acceptable Use Agreement. *See complete exhibit.\**

## **JKD/JKE: Student Use of Internet and Electronic Communications**

The Board of Education shall provide due process of law to students, parents/guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. *See complete policy.\**

**JKE-E: Grounds for Suspension/ Expulsion**

The following may be grounds for suspension or expulsion from a public school: 1) Continued willful disobedience or open and persistent defiance of proper authority. 2) Willful destruction or defacing of school property. 3) Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children. 4) Declaration as a habitually disruptive student. 5) The use, possession or sale of a drug or controlled substance on school grounds, in a school vehicle, or at a school activity or sanctioned event. 6) The commission of an act on school grounds, in a school vehicle, or at a school activity or sanctioned event that, if committed by an adult, would be robbery. 7) Possession of a dangerous weapon. 8) Repeated interference with a school's ability to provide educational opportunities to other students. 9) Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property. 10) Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). 11) Making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or school district officials or personnel. *See complete policy.\**

**JKE-R: Suspension/ Expulsion of Students**

Through written policy the Board of Education has delegated to any school principal the power to suspend a student for not more than five or 10 days, depending upon the type of infraction. Pursuant to policy JKD/JKE, the superintendent has been delegated the power to suspend a student for additional periods of time. However, the total period of suspension will not exceed 25 school days. As a general rule, a suspension will be 10 days or less. *See complete regulation for procedures.\**

**JEA: Compulsory Attendance**

Every child who has attained the age of six years on or before August 1 of each year and is under the age of 17 is required to attend public school with such exceptions as provided by law. It is the parents' responsibility to ensure attendance. *See complete policy.\**

**JH: Student Absence/Excuses**

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. *See complete policy.\**

**JHB: Truancy**

"Habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as "habitually truant." *See complete policy.\**

**JLCB: Immunization of Students**

The Board directs the superintendent or designee(s) to annually provide parents/guardians of each student enrolled in the district a copy of the standardized immunization document developed by the Colorado Department of Public Health and Environment. The standardized immunization document includes a list of required and recommended immunizations and the age at which each immunization should be given.

No student is permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law.

Students who do not submit an up-to-date certificate of immunization or a written authorization signed by one parent/guardian requesting local health officials to administer the immunizations or a valid exemption will be suspended and/or expelled from school according to regulation JLCB-R.

All information distributed to parents/guardians by the district will inform them of their rights to seek an exemption from immunization requirements.

Adopted: July 16, 1996

Revised: June 25, 2013

LEGAL REFS.: C.R.S. 22-32-140 (annual distribution of standardized immunization document required)

C.R.S. 22-33-106 (grounds for suspension, expulsion and denial of admission)

C.R.S. 25-4-901 et seq. (school entry immunizations)

6 CCR 1009-2 (school immunization requirements)

CROSS REFS.: JF, Admission and Denial of Admission

JF-R, Student Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements)

JKD/JKE, Suspension/Expulsion of Students

JRA/JRC, Student Records/Release of Information on Students

## **JLCB-R: Immunization of Students**

1. No student may attend school in the district unless the student has presented to the school an up-to-date certificate of immunization or a completed exemption form. [Note: please refer to current standardized immunization documents developed and updated by the Colorado Department of Public Health and Environment for a list of immunization requirements and recommendations.] A student shall be exempted from required immunizations only upon submission of:
  - a. certification from a licensed physician that the student's physical condition is such that immunization would endanger the student's life or health or is otherwise medically contraindicated due to other medical conditions.
  - b. a statement signed by the parent/guardian or the emancipated student that the student adheres to a religious belief whose teachings are opposed to immunizations.
  - c. a statement signed by the parent/guardian or the emancipated student that the student holds a personal belief that is opposed to immunizations.

In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those students will be excluded from school.

2. The district will provide upon request an immunization reporting form. The school nurse is responsible for seeing that required information is included on the form and transferred to an official certificate of immunization as required.
3. If there is a failure to comply with the immunization requirements, the school nurse will personally notify the parent/guardian or emancipated student. Such notification will be accomplished either by telephone or in person. If this is not possible, contact will be by mail. Emancipated Students must be contacted directly rather than through their parents/guardians.

The parent/guardian or emancipated student will be notified of the following:

- a. that up-to-date immunizations are required under Colorado law.
  - b. that within fourteen (14) days of notification, the parent/guardian must submit either an authorization for administration of the immunization by health officials or a valid exemption or documentation to the school showing that the next required immunization has been given and a written plan for completion of all required immunizations.
  - c. that if the required documentation is not submitted within fourteen (14) days of notification or if the student begins but does not continue or complete the written plan, the student will be suspended or expelled.
4. A student who fails to comply shall be suspended by the principal for up to five days and notice of the suspension sent to the Health Department.
  5. If no certificate of immunization is received during the period of suspension, the superintendent will institute proceedings for expulsion.
  6. Any suspension or expulsion under this policy will terminate automatically upon compliance.
  7. Record of any such suspension or expulsion will be contained in the student's health file, with an appropriate explanation, not in the student's disciplinary file.

Any student expelled for failure to comply with the immunization requirements will not be included in calculating the dropout rate, but will be included in the annual report to the State Board of Education.

### **Students in out-of-home placements**

The following procedure shall apply to students in out-of-home placements, as that term is defined by C.R.S. 22-32-138(1)(e).

Unless the district or school is otherwise authorized to deny enrollment to a student in out-of-home placement, the district or school shall enroll the student regardless of whether the district or school has received the student's immunization records. Upon enrolling the student, the school shall notify the student's legal guardian that unless the school receives the student's certificate of immunization or a written authorization for administration of immunizations within fourteen (14) days after the student enrolls, the school shall suspend the student until such time as the school receives the certificate of immunization or authorization.

Approved: July 16, 1996

Revised: March 14, 2006

Revised: June 25, 2013

## **KFA: Public Conduct on District Property**

Persons using or upon school district property, including all district buildings, parking lots, and any district vehicle used to transport students, shall not engage in the conduct described below.

Any person considered by the superintendent or designee to be in violation of this policy shall be instructed to leave district property and law enforcement may be contacted. Any person who has engaged or district officials reasonably believe will engage in conduct prohibited by this policy may be excluded from district property.

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with district operations or any activity sponsored or approved by the district.
2. Physical abuse or threat of harm to any person or school district property.

3. Damage or threat of damage to district property regardless of the location, or property of a member of the community when such property is located on district property.
4. Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on district property, at district or school-sponsored functions or in any district vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). If, however, the administration of medical marijuana is in accordance with the Board's policy on administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.
6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry onto district buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.
8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
10. Profanity or verbally abusive language.
11. Violation of any federal, state or municipal law or Board policy.

Adopted: May 28, 2015

Revised: August 23, 2016

LEGAL REFS.: 21 U.S.C. 860 (*crime to distribute or manufacture controlled substances within 1,000 feet of a school*)

C.R.S. 18-1-901 (3)(e) (*definition of deadly weapon*)

C.R.S. 18-9-106 (*disorderly conduct*)

C.R.S. 18-9-108 (*disrupting lawful assembly*)

C.R.S. 18-9-109 (*interference with staff, faculty or students of educational institutions*)

C.R.S. 18-9-110 (*public buildings – trespass, interference*)

C.R.S. 18-9-117 (*unlawful conduct on public property*)

C.R.S. 18-12-105.5 (*unlawful carrying/possession of weapons on school grounds*)

C.R.S. 18-12-214 (3)(a) (*person with valid concealed handgun permit may have a handgun on school property as long as handgun remains in his or her vehicle and if, while the person is not in vehicle, the gun is kept in a compartment and the vehicle is locked*)

C.R.S. 18-18-407 (2) (*crime to sell, distribute or possess with intent to distribute any controlled substance on or near school grounds or school vehicles*)

C.R.S. 22-1-119.3 (3)(c), (d) (*no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event*)

C.R.S. 25-1.5-106 (12)(b) (*possession or use of medical marijuana in or on school grounds or in a school bus is prohibited*)

C.R.S. 25-14-103.5 (*boards of education must adopt policies prohibiting tobacco and retail marijuana use on school property*)

C.R.S. 25-14-301 (*Teen Tobacco Use Prevention Act*)

CROSS REFS.: ADC, Tobacco-Free Schools

GBEB, Staff Conduct

GBEC, Alcohol and Drug-Free Workplace

JICH, Drug and Alcohol Involvement by Students

JICI, Weapons in School

KI, Visitors to Schools

JLCDB, Administration of Medical Marijuana to Qualified Students

**NOTE:** *The exceptions in state law that permit possession of a deadly weapon on school property are that the person:*

- a. *has legal authority to carry or possess a deadly weapon. C.R.S. 18-12-105.5 (3).*
- b. *is presenting an authorized public demonstration or exhibition for the school or an organized class. C.R.S. 18-12-105.5 (1).*
- c. *is carrying out duties for the school district which require the use of a deadly weapon. C.R.S. 18-12-105.5(1).*
- d. *is participating in an authorized extracurricular activity or on an athletic team. C.R.S. 18-12-105.5 (1).*
- e. *has possession of the weapon for use in an approved educational program which includes but is not limited to any course designed for the repair and maintenance of weapons. C.R.S. 18-12-105.5 (3)(h).*
- f. *is a school resource officer or peace officer on duty. C.R.S. 18-12-105.5 (3)(e).*

# PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street  
Pueblo, Colorado 81003

## BOARD OF EDUCATION

Taylor Voss.....President  
Dr. Margaret Wright .....Vice President  
Barbara Clementi ..... Board Member  
Tommy Farrell ..... Board Member  
Judge Dennis Maes ..... Board Member

## Non-Voting Members

David Horner.....Treasurer  
Geri Patrone .....Secretary/Assistant Treasurer

## SUPERINTENDENT OF SCHOOLS

Charlotte Macaluso

### Mission

To provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact.



Pueblo School District No. 60 does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, national origin, religion, ancestry, age, disability, need for special education services, genetic information, pregnancy or childbirth status, or other status protected by law in admission, access to, treatment or employment in its educational programs or activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Eric DeCesaro, EEO/Affirmative Action/Title IX/Section 504 Compliance Officer for complaints involving employees, and Cheryl Madrill, Title IX Compliance Officer for complaints involving students. Both individuals can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Complaint procedures have been established for students, parents, employees, and members of the public. (Policy AC, AC-R).

Si tiene alguna pregunta sobre esta información, por favor llame a la escuela de su niño.

RISE Expectations

# PUEBLO ACADEMY OF ARTS



**R**-Respect and Responsibility

**I**-Integrity

**S**-Speak and Act like a Phoenix

**E**-100% Effort